



HEADQUARTERS NEBRASKA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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20-Nov-02

MEMORANDUM FOR SQUADRON CC'S & CAC

FROM: NEWG/CP

SUBJECT: CAC Fuel Reimbursement

1. The NEWG Cadet Programs budget will reimburse fuel expenses for travel to and from CAC meetings.
2. There will be only one reimbursement of fuel expense per each squadron for each CAC meeting. The Primary and Alternate Representatives of each Squadron should travel together to the meeting. The chairman of the CAC should travel with the Primary and Alternate Representatives of the Squadron they are from.
3. There will be reimbursement of one fuel expense for the NEWG Primary and Alternate Representative to NCR CAC for travel to NCR CAC Meetings.
4. To be eligible for reimbursement the following conditions must be met:
 - a. The vehicle will be fully fueled before departing to the CAC Meeting.
 - b. The vehicle will be refueled immediately upon returning to the home area from the CAC Meeting.
 - c. The vehicle will be refueled the same day as the day of return from the CAC meeting.
 - d. The dated receipt must match the date of return.
 - e. Original fuel receipts must be submitted with a NEWG Form 26 to the NEWG/FM. Please keep a copy for your records.
 - f. Requests for reimbursement must be received within 10 business days at NEWG HQ.
5. Only Actual fuel expenses will be reimbursed.
6. Exorbitant fuel expenses will be questioned and possibly denied.
7. Fuel reimbursements not meeting these requirements will be denied.

FOR THE COMMANDER

STACY R HOLTHUS, Capt, CAP
Director, Cadet Programs, NEWG

Distribution:

1. 1 Ea Squadron CC
2. 1 Ea CAC Member
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